

memorandum

DATE:

REPLY TO

ATTN OF: EM-54 (Anderson:3-7295)

SUBJECT: Updated Guidance for Developing Environmental Management Science and Technology Site Needs Statements

TO: Distribution

This memorandum transmits the final FY 2001 *Guidance for Developing Full Environmental Management (EM) Science and Technology Site Needs Statements*. This final guidance has been developed from the *Outline for Science Needs and Opportunities Statements* and the *Outline for Technology Needs and Opportunities Statements*, which were posted on the Office of Science and Technology web site for your comments on September 11, 1998. Development of your site's needs should be consistent with these guidelines and are to be finalized by November 15, 2000.

The central focus of this guidance is to improve consistency in the development and documentation of site needs across Operations Offices without creating unwieldy or unnecessary data collection requirements. Specifically, this guidance details the level of information that is needed in the full Site Need Statements which are to be maintained for each Operations Office by the Site Technology Coordination Groups. This information supports the summary Needs Data which are contained in the Integrated Planning, Accountability, and Budgeting System-Information System (IPABS-IS).

It was necessary to modify previous guidance in order to more precisely define needs; prioritize needs consistently throughout Operations Offices; identify schedule requirements; collect science, technology and long-term stewardship needs in one location; and include in each needs statement a clear definition of success.

If you have any questions, please contact Paul Lurk of my staff. He can be reached at (301) 903-7984.

Gerald G. Boyd
Deputy Assistant Secretary
for Science and Technology
Office of Environmental Management

Attachment

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Memorandum to distribution from Gerald Boyd

Subject: Guidance on Developing EM Science and Technology Site Needs Statements

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